

School Safety Program Officer Weekly Activity Log

OFFICER: J. Doe, #357 **SRO** **JPO** **District Hire** **(circle one)**

DISTRICT: Any town USD **SCHOOL:** Wilson School

WEEK OF: Jan 5 – Jan 9, 2004

Law Related Education/
Classroom Instruction: 6

Law Enforcement/
Probation Activity: 10.5

Training/Other Activity:
11

Time Off Campus:
4

Shaded categories are required

Date	# of Students	Time Spent	Topic/Activity	Teacher/Subject	Recap	
1-5	25	1 hr	LRE/Constitution, 1 st amendment	Mr. Jones/Social Studies	Truant contacts	
1-5	2	1.5 hrs	Narcotics arrest		Arrest: misd.	2
1-5	23	1 hr	LRE/Traffic and DUI laws	Ms. Wing/Science	Arrest: felony	
1-5	3	1 hr	Assault arrest		Child abuse investigation	
1-6	15	1 hr	Informal discussion w/students on school rules		LRE hours	
1-6	25	1 hr	LRE/Constitution, 1 st amendment	Mr. Jones/Social Studies	Parent: contacts	
1-6	5	1 hr	Bullying incident		Student contacts	4
1-6	1	3 hrs	Child abuse report.		Probation contacts	
1-7	23	1 hr	LRE/Traffic and DUI laws	Ms. Wing/Science	Department Reports	4
1-7	1	2 hrs	Threats report. DR # 30245		Detention/Referrals	2
1-7	17	2 hrs	Coach basketball		Gang Incidents	
1-8	13	2 hrs	Coach basketball		Patrol Radio calls	
1-8	2	3 hrs	Threats report follow-up. DR #30245		Truant citations	
1-8	23	1 hr	LRE/Traffic and DUI laws	Ms. Wing/Science	School referrals	
1-8	2	1 hr	Counsel students		School meetings	
1-9	25	1 hr	LRE/Constitution, 1 st amendment	Mr. Jones/Social Studies	Adult cites	
1-9	1	4 hrs	Advanced officer training at academy		Non-truant juvenile cites	
					Weapon violations	
					Other:	

Officer: J. Doe, #387

Week of: Jan 5 – Jan 9, 2004

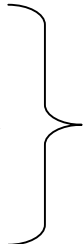
Excerpt from School Safety Program Guidance Manual

The SRO/PO must keep an activity log that tracks LRE classroom instruction hours and law enforcement or probation activity. Situations that take an officer off their assigned campus must be logged. This data may be collected on existing agency forms or on a supplemental form. ADE provides a sample activity sheet that is available on the ADE web site at <http://www.ade.az.gov/health-safety/health/schoolsafety/default.asp>. This form provides for additional data tracking that is not required under the grant. These activities may include: Extra curricular activities, training, Club sponsor/advisor, student counseling, etc...

The following data is required for grant compliance:

- Total hours of LRE classroom instruction
- Time spent per LRE lesson
- Total hours of law enforcement/probation activity
- LRE topic and law enforcement/ probation activity
- Total time spent off campus
- Teacher name and subject of each class where an LRE lesson is taught

School Safety Program Officer Weekly Activity Log Instructions:

Law Related Education-Classroom Instruction	List total hours for the week	 <div data-bbox="1214 793 1523 961">These three boxes must equal the total number of hours listed for time spent</div>
Law Enforcement/Probation Activity	List total hours for the week	
Training/Other Activity	List total hours for the week	
Time Off Campus	List total hours for the week <i>(The data captured in this box may duplicate some of the hours captured in three previous boxes)</i>	
# of students	Total number of students in the class or involved in the contact	
Time Spent	Total time spent in increments of percent of an hour. E.g. 1 hr, 2.5 hrs, .75 hr...	
Topic/Activity	List the type of activity or LRE class subject and location if conducted off campus. (These cells will expand to fit as much text as you wish to type)	
Teacher/Subject	List teacher name and the usual subject taught in that class (e.g. science, social studies...).	
Recap	List the total contacts for the week for each category	
Total	To tally the # of Students and Time Spent columns. Right click on the shaded field in the bottom row of each column. Click on "Update Field" on the pop up menu	